

Project Plan

Phase	Planned Date (Start)	Planned Date (End)	Responsibilities
Final Preparation	Sunday, December 28, 2025	Thursday, January 1, 2026	
End User Training	Sunday, December 28, 2025	Thursday, January 1, 2026	
Plan and Schedule Training Sessions	Sunday, December 28, 2025	Thursday, January 1, 2026	
Accounting & Finance - Fixed Assets - Budgeting - Cost Accounting	Sunday, December 28, 2025	Sunday, December 28, 2025	Financial -Project Manager-Beon It Team
Purchasing - Inventory Management	Monday, December 29, 2025	Monday, December 29, 2025	Financial - Inventory - Purchasing -Project Manager-Beon It Team
MRP - Resources - Production	Tuesday, December 30, 2025	Tuesday, December 30, 2025	Financial - Production Team - Inventory - Project Manager-Beon It Team
CRM - Sales - Service Module	Wednesday, December 31, 2025	Wednesday, December 31, 2025	Financial - Sales - Inv. - Project Manager-Beon It Team
Project Management - Additional Questions From rest of department	Thursday, January 1, 2026	Thursday, January 1, 2026	Financial -Project Department- Project Manager-Beon It Team
Traning & UAT Phase Sign -Off	Thursday, January 1, 2026	Thursday, January 1, 2026	Project Manager-Beon It Team
Inventory Opening Balances	Sunday, January 4, 2026	Tuesday, January 13, 2026	
Receiving Inventory Opening Balances	Sunday, January 4, 2026	Friday, January 9, 2026	ADMC Side
Upload Inventory Opening Balances	Friday, January 9, 2026	Tuesday, January 13, 2026	Beon IT Side
Validate Inventory Opening Balances	Tuesday, January 13, 2026	Tuesday, January 13, 2026	ADMC Side
Go Live & Support	Wednesday, January 14, 2026	Tuesday, January 20, 2026	
Production Support	Wednesday, January 14, 2026	Tuesday, January 20, 2026	Beon IT Side
Resolve Open Production Issues	Wednesday, January 14, 2026	Tuesday, January 20, 2026	Beon IT Side
Resolve Deferred Project Issues	Wednesday, January 14, 2026	Tuesday, January 20, 2026	Beon IT Side
Project Close	Wednesday, January 14, 2026	Tuesday, January 20, 2026	Project Manager-Beon It Team
Go Live & Support Phase Sign Off	Wednesday, January 14, 2026	Tuesday, January 20, 2026	Project Manager-Beon It Team